

Major Functional Series 400: Personnel
ADS Chapter 477 - ALLOWANCES AND DIFFERENTIALS

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THIS ADS CHAPTER REPLACES HANDBOOK 26, CHAPTER 13 IN ITS ENTIRETY.

477.1 Authority

1. [3 FAM 3200](#)
2. [Foreign Service Act of 1980](#)
3. [Standardized Regulations \(STR\)](#)
4. [5 USC 5921-5928](#)
5. [Federal Travel Regulations \(FTR\)](#)
6. Delegations of Authority for the Office of Human Resources

477.2 Objective

This chapter provides the policy and **essential** procedures contained in the Standardized Regulations for Government civilians and Foreign Areas including policy and **essential** procedures for USAID listed below.

477.3 Responsibility

1. Overseas

The Mission Director or designee is responsible for authorizing, granting, revising or terminating, in accordance with applicable regulations, the following allowances for employees stationed overseas: temporary lodging, living quarters, post, supplementary post, foreign transfer, danger pay, education, post differential and educational travel.

2. USAID/Washington

The Bureau for Management, Office of Human Resources, Personnel Operations Division (M/HR/POD) and Bureau for Management, Office of Human Resources, Executive Management Staff (M/HR/EM) and the Assistant Inspector General for Management (IG/AIG/M) are responsible for:

- a) Granting or terminating the allowances and differential listed in 477.3 (Overseas) for employees claiming payment in USAID/W on the basis of prior service overseas; and
- b) Granting Home Service Transfer Allowance (HSTA) for employees transferring to USAID/W.

c) Reporting waiver issuances to Allowances Staff (A/AS) in State is the responsibility of the following: for FS employees in grades FS-01 and below, M/HR/POD; for Senior FS employees, M/HR/EM; and for all FS and SFS employees in BS-08, IG/AIG/M.

3. The State Department Medical Unit (M/MED) is responsible for approving requests based on health factors.

477.4 **Definitions (See [ADS GLOSSARY](#))**

ADVANCE OF PAY
COMPENSATORY TIME OFF AT CERTAIN POSTS IN FOREIGN
AREAS COST OF LIVING
ALLOWANCES
DANGER PAY ALLOWANCE
DOMESTIC RELOCATION ALLOWANCE
EDUCATION ALLOWANCE
EDUCATIONAL TRAVEL
FOREIGN TRANSFER ALLOWANCE
HOME SERVICE TRANSFER ALLOWANCE
HOUSING SUPPLEMENT FOR CERTAIN EMPLOYEES ASSIGNED TO
LIVING QUARTERS
ALLOWANCES
OFFICIAL RESIDENCE EXPENSE
PAYMENTS DURING EVACUATION/AUTHORIZED DEPARTURE
POST ALLOWANCE
POST CLASSIFICATION AND PAYMENT TABLES
POST DIFFERENTIAL
QUARTERS ALLOWANCE
REPRESENTATION ALLOWANCE
SEPARATE MAINTENANCE ALLOWANCE
TEMPORARY LODGING ALLOWANCE
THE U.S. MISSION TO THE UNITED NATIONS (USUN)
TRAVEL PER DIEM ALLOWANCE

477.5 **POLICY**

* **The statements contained within the .5 section of this ADS chapter are the official Agency policies and corresponding essential procedures.**

477.5.1 **ELIGIBILITY**

Employees shall be granted all allowances and applicable differential to their post, except as follows:

- a) Part-time employees shall be granted only danger pay allowance.
- b) Resident hire employees shall be granted only post allowance and danger pay allowance.
- c) No allowances shall be granted to employees when they are in non-pay status in excess of fourteen consecutive days. Payment of differential is suspended during all periods an employee is in non-pay status.
- d) When both members of a Foreign Service (FS) working couple (also called tandem couple) are employed under FS career or limited (career candidate and non-career) appointments, each member receives the same allowances and differential as other FS employees. For exceptions see Mandatory Reference, Standardized Regulations (STR) sections 126.1, 134.13, and each applicable allowance section of the STR. **(See Mandatory Reference, [STR 126.1, 134.13, and each applicable allowance section of the STR](#)).**

E477.5.1 Eligibility - N/A

477.5.2 HOME SERVICE TRANSFER ALLOWANCE (HSTA)

The Agency shall pay an allowance for extraordinary, necessary and reasonable expenses, not otherwise compensated for, incurred by an employee when transferring to an assignment in the United States.

E477.5.2 Home Service Transfer Allowance

Employees reporting for assignment in USAID/W shall contact their Personnel Officer in the Bureau for Management, Office of Human Resources, Personnel Operations Division (M/HR/POD), the Bureau for Management, Office of Human Resources, Executive Management Staff (M/HR/EM), or Office of the Inspector General, Office of Legal Counsel and Management (IG/LCM) for application forms and instructions. Approved forms are forwarded by the Personnel Officer to the Bureau for Management, Office of Financial Management (M/FM) for payment. The original copy is retained by FM with a copy forwarded to M/HR/POD, M/HR/EM, or IG/LCM and a copy to the employee.

477.5.3 SEPARATE MAINTENANCE ALLOWANCE (SMA)

The STR for SMA are applied in accordance with Section 260. **(See Mandatory Reference, [STR Section 260](#))**

- a) An employee whose eligible family members travel to post on the employee's travel authorization is not eligible to receive SMA for special needs or hardship for the first three months following the employee's arrival at post regardless of whether the eligible family members depart post during that period at Government expense or at the employee's expense.
- b) An employee may change an election of SMA based on special needs or hardship for an eligible family member only once during a "tour of duty. For SMA purposes only, a "tour" of duty includes all time continuously assigned to a particular post; e.g. four years at a post with home leave/return to post at the end of the first two years is one tour of duty for SMA purposes. Any change of SMA election, whether requested by the employee or compelled by USAID, requires approval of a new SF-1190 by the Chief of M/HR/POD, M/HR/EM or IG/AIG/M.
- c) If an employee who is stationed overseas is transferred to another overseas post and the transfer, including mid-tour or direct transfer, is delayed by a TDY in USAID/W, the employee's eligibility for SMA is the date of arrival at the new post after completion of the TDY. In addition, whenever there is a delay en route for personal reasons by an employee or eligible family member, departure, arrival and/or separation dates, as appropriate, must be recalculated for SMA purposes.
- d) If an employee gives up permanent quarters at the request of the post and moves to temporary quarters, such change of quarters must not be interpreted as relinquishing quarters for the purpose of SMA regulations. In such cases the date temporary quarters are relinquished shall constitute the date the employee vacates government subsidized lodging.

E477.5.3 Separate Maintenance Allowance

Employees stationed overseas shall forward requests to their Personnel Officer in M/HR/POD, M/HR/EM or IG/AIG/M through (1) the Mission or Regional Executive/Administrative office, and (2) the Mission or Regional Controller. Employees requesting SMA prior to departure for post shall forward requests directly to M/HR/POD, M/HR/EM or IG/AIG/M, who shall then provide the appropriate Bureau with an information copy of the action taken on SMA requests. When the employee is changing Bureaus, information copies of the action shall be provided to both Bureaus.

477.5.4 ADVANCE OF PAY

An advance of pay may be made for up to three months pay (six bi-weekly pay periods) upon assignment to a post in a foreign area. An advance of pay may be requested upon receipt of travel orders, but not more than 45 days before departure from the U.S. and not more than 60 days after arrival at the overseas assignment. The maximum advance is computed on the employee's base bi-weekly salary less mandatory deductions. The actual amount advanced shall take into account any voluntary allotments and the employee's ability to meet the mandatory repayment schedule.

E477.5.4 Advance of Pay - N/A

477.6 Supplementary Reference - N/A

477.7 Mandatory Reference

[Standardized Regulations \(STR\) 126.1](#)

[STR 134.13](#)

[STR 260](#)

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